

**Musser Public Library Board of Trustees**  
**Musser Public Library, 408 East 2nd St**  
**November 20<sup>th</sup>, 2019, 4:30pm**

**Attendance:**

1. **Present:** Jane Daufeldt; Nancy Dew; Peggy Gordon; Diana Gradert; Jon Moravec; Bret Olson; Pam Collins; Mallory Moffitt (secretary)
2. **Absent:** Jarod Johnson; Anthony Loconsole; Jeanett Martinez
3. **Staff:** Robert Fiedler

**Call to Order:** Gradert called the meeting to order at 4:31pm

**Approval of Agenda:** Daufeldt moved to approve the agenda; seconded by Olson; Motion passed.

**Approval of Minutes:** Olson moved to approve the minutes from September 18th; seconded by Daufeldt; Motion passed.

**Ratify Bills for Payment:** Dew moved to approve bills from October 4th and 18<sup>th</sup> and November 8<sup>th</sup> and 22nd as presented; seconded by Gordon; Motion passed.

**Receive Communications:** None

**Citizens Speak:** None

**Staff Liaison:** Fiedler - Moved the gates closer to the exterior doors. All new security cameras are installed and working. Switched to a new Envisionware server. Had training with inventory wand from Envisionware, now figuring out how to make it work best for us. New OPACs have been installed. Working on brochures with floor maps and other new patron information. Very fortunate to have Matt Rose's help with IT.

**Friend's Report:** None

**Director's Report:**

1. **Update on the City's situation as it pertains to the Library** - Mandsager is out on medical leave but it does not impact Library. Other city departments are more directly affected.
2. **LENA** - Last class (graduation) tonight, majority of class is ESL. Great interaction between class and instructors (Betty and Julie, children's staff). Staffing has allowed Betty and Julie to be able to be very involved. Classes have been doing very well, we have not been able to have as many classes as wanted but the scores have been amazing.
3. **Winter Event** - Pam and Betty are working on ideas for a Winter Event. The library hasn't had one in the last few years. This year's theme will be science related with stations for hands-on experience, may be delayed a year.
4. **Day Break** - Adult programming during the day. Kicked off in November. Tai Chi very popular, lunchtime health lectures, and Ukulele classes are full with a wait list. Not published in paper, doing a soft opening. Hosting a once a month event with Senior Resources Center, will expand in January. Adding 2 book groups, non-fiction and fiction.

5. **Art Center's Photo Exhibit** - a new exhibit recently opened including some Grossheim photos of children around the turn of the century
6. **Staff In-Service** - Library staff will have 3 in-services before open library hours. John Wojtecki will be leading 2 customer service classes and 1 weekly management meeting.
7. **Immigration event** - Hosted by the League of Women Voters on December 3rd in Room 301. Library chose not to be sponsor due to neutrality issues. Ordered new material focusing on immigration and created a bibliography of all related materials.
8. **Allowing staff to wear modified uniform if they choose** - Polo/shirt with logo through Lands End paired with khakis or jeans. Staff would be responsible for purchasing.

## Old Business

1. **Strategic Planning Proposal** - Proposed using the same company used in the past, Quad City Leadership Consulting. Library was pleased with their results and it went quickly. Other options were very expensive or no longer doing strategic planning. There will be phone sessions, 2 focus groups (staff and county) with 24 people max per group, 2 large sessions, and then approval of plan during a Board Meeting. Dew moved to approve strategic planning with QCLC; seconded by Daufeldt; Motion passed.
2. **Annual Report and State Funding to Date** - Library receives state funding in two checks, a small check in the fall and a large check in spring. Small check was \$4000 over average based on moving into a new building, circulation stats, building use, etc. Annual report was different from the past due to using LSS: opening day collection, did not separate out processing fees, etc. Stats different than normal.
3. **Pop-Up Library Update** - We decided to delay implementation. Pop-ups are a very new program for Baker and Taylor and our contact has been out for a family emergency. Paid contract ahead of time but it will not start until we place our first order sometime in December. Currently only supports eBooks but later in 2020 eMagazines and even later eAudiobooks might be available. Pop-ups will be going to the YMCA, big Hy-Vee, and one that travels to high use areas. One-third of materials purchased will be for children. Budgeted \$10,500 for materials.

## New Business

1. **City Budget** - Management has started working on the budget, Bobby has finished personnel. Budget is due mid-December. Presenting budget to council on February 1, 2020.
2. **Beth Paul's Resignation and Replacement Proposal** - Beth Paul got a job with Davenport Public Libraries and has left Musser. Instead of replacing her 20 hour/week position we want to make two current employees full time. Mandsager approves as long as the library can cover benefits. Mallory would move into a professional librarian position, Jenny to full time at the same pay rate.
3. **New Board Member Needed** - Gordon is moving to City Council, this is her last board meeting. Gradert appointed Olson and Moravec to the Nominating committee.
4. **LEAN Fall Conference and Follow-Up** - Pam and Greg attended the Iowa Lean Consortium Conference at the end of October, both found it very inspiring. Library does not have structure from the top to make LEAN initiatives work. Goals from board, director, management, and staff are missing links. If City does not continue LEAN membership library will pay for their own.

**Adjourn:** Meeting adjourned at 5:47pm